

Discover Burien Executive Director
Draft Job Description

Primary Responsibilities:

- Work closely with the Board, the City of Burien's Economic Development Manager and Special Events Manager to jointly promote Burien as "The Place to Be."
- Establish, and with Board Approval, implement an annual business attraction and retention program to meet Burien's particular (and from time to time changing) needs.
- Negotiate the annual Service Contract with the City of Burien and present for Board approval. Make the annual Discover Burien report to Burien City Council.
- Negotiate the annual Service Contract with the Special Events Manager.
- Establish and present an annual Sources & Uses budget to the Board for approval, including new membership goals.
- Establish and present for Board approval the annual 60 day new membership drive.
- Establish office policy. Manage and or delegate the day to day housekeeping activities of the organization, including recruitment and management of reliable, interested volunteers for personally assigned and identified regular office chores. Schedule various meetings, prepare agendas, oversee as necessary the preparation and distribution of financial information.
- Assure a strong communications program, including monthly news letter and up to date web site
- Partner with the Small Business Development Center to mentor and educate local Burien businesses and to retain growing businesses.
- Attend BEDP, Discover Burien , Wellness Cluster and Chamber monthly meetings as the Discover Burien representative.
- Such other assignments as the Board may from time to time reasonably establish.

Qualifications:

- Successful experience in marketing, business retention and attraction.
- Passion for achievement.
- Ability to communicate well, both written and oral, with strong interpersonal skills.
- Demonstrated strong work ethic, organized, and ability to work well alone.
- Contemporary Computer Skills.
- Valid Driver License.